

Workday - Human Resources and Financials

On this section you will find all documentation and how to's related to Workday Human Capital Management (HCM) and Finance that apply to Lynn staff and faculty.

- [Onboarding \(pre-hire\)](#)
 - [How to complete Section 1 of your Form I-9](#)
- [Employee Job Aids and Training Materials](#)
 - [Available Functionality to Employees and Managers](#)
 - [Checklist - Employees](#)
 - [How to Access Merit Statements - Employee Guide](#)
 - [How to change legal/preferred name](#)
 - [How to change employee's emergency contacts](#)
 - [How to change your contact information](#)
 - [Benefits](#)
 - [Making 403b Changes in Workday](#)
 - [Making Beneficiary Changes in Workday](#)
 - [Manage Your Benefits](#)
 - [Open Enrollment Benefit Elections/Changes](#)
 - [How to Make Changes to Your Health Savings Account \(HSA\)](#)
 - [How to Add a Dependent to Your Benefits - Birth & Adoption](#)
 - [How to remove a dependent from your benefits](#)
 - [How to Complete New Hire Benefit Event in Workday](#)
 - [Annual Staff Reviews for Employees and Faculty](#)
 - [Employee Performance Review](#)
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 - [How to Add/Edit Your Career Information](#)
 - [Reimbursements, Cash Advances and Lynn JPM Travel Card](#)
 - [Create Expense Reports](#)
 - [Payroll](#)
 - [Manage Your Pay Options](#)
 - [View Activity Pay Schedule](#)
 - [Requesting Electronic Delivery for Tax Forms](#)
 - [How to print your W-2](#)
 - [Time Tracking and Time Off](#)
 - [Manage Your Time Off and Leave of Absence](#)
 - [Time Entry for Nonexempt and Hourly Employees](#)
 - [Time Blocks](#)
 - [How to View Time off Balances](#)
- [Manager/Supervisor Job Aids and Training Materials](#)
 - [Checklist - Managers](#)
 - [Additional Navigation for Managers](#)
 - [Manager Experience on Workday Home](#)
 - [Approvals in Workday](#)
 - [Delegations for Managers](#)
 - [Manager guide to hiring](#)
 - [Step One: Identify need](#)
 - [Step Two: Request to post position](#)
 - [Step Three: Screen and interview](#)
 - [Step Four: Check references](#)
 - [Step Five: Offer position](#)
 - [Step Six: Background check](#)
 - [Step Seven: Onboard](#)
 - [Step Eight: Close posting](#)
 - [Helpful resources](#)
 - [Creating a job description](#)
 - [Start Job Requisition](#)
 - [Sample interview questions](#)

- Candidate management guide
 - Sample reference questions
 - Initiate offer
 - Job Opportunities at Lynn for current employees
 - Student Jobs at Lynn
 - Candidate disposition guide
- Hiring Employees
 - How to create an adjunct position
 - How to hire an adjunct
- Terminating employment
- Manage Compensation and Job Changes
 - Manage Employee and Contingent Worker Job Changes
 - Manage Team Compensation
- Manage timekeeping delegations
- Manage Time and Attendance
 - Manage Team Absences
 - Create Work Schedule Assignments
 - How to Review/Submit Time for a Worker
 - How to Correct Time Entry
 - How to Correct Unmatched Time
 - Team Absence Calendar
- Annual Staff Reviews for Supervisors
 - Completing Manager Evaluation
 - Completing Next-level Manager Evaluation
 - Completing Employee Acknowledgement
 - Completing Self Evaluation
 - View Staff Reviews
- Merit Increases
 - How to Enter Merit Increases - A Manager's Guide
- Student Employment
 - Hiring Students
 - Create Positions for Students
 - New Hire - Student
 - How to terminate Student Employment
 - How to job change (FWS to non-FWS)
 - How to job changes (non-FWS to FWS)
 - How to edit position
- Role Specific Job Aids and Training Materials
 - Academics - Deans & Assistants
 - Academic Appointments
 - Activity Pay (Overload/Adjunct Pay) calculations
 - First Responders
 - How to update your temporary housing designation
 - Print Organizational Charts
 - Procurement and Finance
 - Search Suppliers and Create Supplier Requests
 - Create Requisitions
 - Create Requisition for NEW FY in Current FY
 - Create Supplier Invoice Request
 - Closing of the fiscal year - Important Information
 - Verify Procurement Card Transactions
 - LU Variance Report
 - Manage Cost Centers
 - Cost Center Dashboard
 - Lynn Variance Report
 - Review and Approve Expenses
 - Spend Categories
 - Print Purchase Orders
- Training Power Points
- Workday Lynn Training Videos

